



School Transfers

3900 Broadway, Everett, WA 98201
 Transfer Office Hours: 10 a.m. – 3 p.m.
 Phone: 425-385-4070
 Fax: 425-385-4012
 Email: schooltransfer@everettsd.org
 Website: www.everettsd.org/schooltransfers

General Information, Process and Timeline

The school a student attends is determined by each student’s residential address. Parents who wish their student to attend a school not designated for the address in which they reside must request a school transfer. School transfer requests are divided into two categories: Intradistrict and Nonresident.

Intradistrict Transfers	Nonresident Transfers
<ul style="list-style-type: none"> • Intradistrict transfer requests will be accepted between January 1 and June 1 (Application Acceptance Timeline) for the following school year. • Transfer requests submitted between January 1 and February 15 will be notified of approval/denial no later than March 15. • Transfer requests submitted after February 15, but before June 1, will receive notification no later than June 30. • Students who reside within the boundaries of the district who submit a transfer request on or before April 1 shall have the priority over nonresident students submitting a choice transfer request under Policy 3141 and Procedure 3141P. 	<ul style="list-style-type: none"> • Choice transfer release requests from children of full-time certificated or classified employees, who are requesting enrollment in the employee’s assigned school or a school forming the district’s K-12 continuum which includes the school to which the employee is assigned may be submitted beginning February 15 for the following school year. • All other choice transfer requests may be submitted beginning March 1 for the following school year. • Written notification of the approval or denial of the request will be provided within forty-five (45) calendar days of receipt by the district.
Renewing School Transfers	
Intradistrict Transfers	Nonresident Transfers
<ul style="list-style-type: none"> • If granted, a student is allowed to continue at that school until the end of the child’s education in that school without reapplying in succeeding years. This assurance may be withdrawn when district attendance boundaries are altered by board action and/or when the superintendent has determined that there is no capacity at the building, program, grade level and/or classroom in that school. • Acceptance of a transfer request for grades K-5 and 6-8 does not guarantee a transfer request will be granted for the feeder school in the district’s K-12 continuum. • A new transfer request must be submitted when a student transitions between grades 5 and 6 and between grades 8 and 9. 	<ul style="list-style-type: none"> • Choice transfer release requests for nonresident attendance must be submitted annually. • Nonresident students who received a choice transfer in one school year do not automatically continue into the succeeding year. • A choice transfer release request may be denied or revoked if the request is not received on or before April 14 of each succeeding year.

Appeal Process

Intradistrict Transfers	Nonresident Transfers
<ul style="list-style-type: none">• If a transfer request is denied or revoked, the parent/guardian may appeal to the regional superintendent for the appropriate school region for review of the decision.• Such an appeal must be in writing (e.g. written note, email, fax) and be received within five (5) school business days from the day on which the denial/revocation notification was received by the parent/guardian.• The student will be allowed to remain in school until a final determination is made, provided no disciplinary action is in effect or pending against the student.• A final decision shall be communicated to the parent/guardian in writing.	<ul style="list-style-type: none">• If the request of a nonresident student to attend Everett Public Schools is denied or revoked, notification to the parent/guardian shall include the reason or reasons for denial and the right to appeal. There are two options for appeal.• The parent/guardian may appeal to the appropriate regional superintendent for review of the decision. Such an appeal must be in writing and be received within five (5) school business days from the day on which the denial/revocation was received by the parent/guardian. A final decision will be communicated in a timely manner to the parent guardian in writing.• If the parent/guardian prefers, they have the right to appeal directly to the office of the superintendent of public instruction (OSPI) or their designee under RCW 28A.225.230(3). A parent/guardian is not required to appeal to the appropriate regional superintendent before appealing to OSPI.• An appeal to OSPI means the parent/guardian is requesting a hearing before an Administrative Law Judge with the Washington State Office of Administrative Hearings (OAH). The parent/guardian shall be advised of their right to appeal the denial under Chapter 392-137 WAC and provided with information about how to do so. Information regarding student transfers and appeals is available on OSPI's website.• If an appeal is denied by the appropriate regional superintendent, the right to appeal directly to OSPI remains, and the parent/guardian may file such appeal to OSPI at any time after the initial denial of the transfer request.• Because it may take several weeks for a case to be processed, heard, and a decision made by OAH, parents/guardians should not wait to hear the outcome of an appeal before enrolling their child in their resident school/district.

Denying or Revoking a Transfer	
Intradistrict Transfers	Nonresident Transfers
<p>The superintendent or designee may deny or revoke a transfer if:</p> <ol style="list-style-type: none"> The student’s disciplinary records indicate a history of convictions of offenses or crimes, violent or disruptive behavior, or gang membership. The student has been expelled or suspended for more than ten (10) consecutive days or is currently under long-term suspension, expulsion or emergency expulsion. Customarily, a transfer will be revoked after a suspension or expulsion has been imposed. The student has difficulties with attendance or tardiness or has a truancy petition filed from their present or resident school. If continued enrollment poses a risk to the health and/or safety of other students and staff. Parents/legal guardians submitted false information to obtain a school assignment. 	<p>A transfer may be denied or revoked if:</p> <ol style="list-style-type: none"> The student’s disciplinary records indicate a history of convictions of offenses or crimes, violent or disruptive behavior, or gang membership. The student has been expelled or suspended from a public school for more than ten (10) consecutive days or is currently under long-term suspension, expulsion or emergency expulsion. Customarily, a transfer will be revoked after suspension or expulsion has been imposed. Enrollment poses a risk to the health and/or safety of other students and staff. Acceptance of a nonresident student would result in the district experiencing a financial hardship. Parents/guardians submitted false information to obtain a school assignment.
School Transfer Forms/Policies & Procedures	
Intradistrict Transfers	Nonresident Transfers
<p><u>Everett school to Everett school</u></p> <ul style="list-style-type: none"> If you live within the boundaries of Everett Public Schools and want your student to attend a different school in the district, please complete the Online School Transfer Application. If you are unable to use the online application, the 3131P Intradistrict Area Transfer Request form is available on the district website. Policy 3131 & Procedure 3131P <p><u>Everett Public Schools to another school district</u></p> <ul style="list-style-type: none"> If you live within the Everett Public Schools boundaries and want your student to attend a school in another district, please submit your release request from Everett Public Schools using the Washington State Choice Transfer Request Portal. If you are unable to use the online Choice Transfer Request Portal, contact the School Transfers office for assistance. Policy 3140 & Procedure 3140P 	<p><u>From another school district to Everett Public Schools</u></p> <ul style="list-style-type: none"> If you live outside the boundaries of Everett Public Schools and want to attend a school in the district, you must follow your home district’s administrative process regarding how to complete the Washington State Choice Transfer Request Portal. This request must be processed by the resident district and will be submitted to Everett Public Schools through the online Washington State Choice Transfer Request Portal. Many districts have information about their process available on their website. Policy 3141 & Procedure 3141P <p><u>Initial request to attend Everett Public Schools</u></p> <ul style="list-style-type: none"> Students applying for a school transfer to Everett Public Schools for the first time must complete and submit the Application of Nonresident Student to Attend Everett Public Schools to the school you are requesting to attend in Everett Public Schools. Policy 3141 & Procedure 3141P